

LOG ON TO eOPF

Log on to eOPF

1. Access <https://eopf.nbc.gov/hhs/>
2. Read the eOPF User Agreement and click **Accept**
3. Enter your eOPF ID, if you do not know your eOPF contact the eOPF Help Desk
4. Enter your secure password, if you do not know your eOPF contact the eOPF Help Desk
5. Click **Submit**

Request an eOPF ID and Password

Note: If you do not have a password, but have already been provided with an eOPF ID, please proceed to Step 5.

1. From the **eOPF logon** screen, click the **Forgot your eOPF ID?** link
2. Enter the last 5 digits of SSN, first 4 letters of last name (or entire last name if less than 4 characters) and date of birth
3. Click **Submit**
You will receive an email with your eOPF ID
4. When you receive your eOPF ID via email, return to eOPF
5. From the **eOPF logon** screen, click the **New User-Request Your Password** link
6. Enter your eOPF ID, last 5 digits of your SSN, first 4 letters of your last name (or entire last name if less than 4 characters)
7. Click **Submit**
You will receive an email with a temporary password


Note: If the information you enter does not match the information on record in eOPF, you will receive an "Access Denied" Message. If you do not have an email address in eOPF, an email is sent to the help desk, who will contact you to assist with access.

If you are logging into eOPF for the first time, you will need to accept the **Rules of Behavior** and complete the **eOPF Security Profile** page prior to moving on to the **eOPF Welcome** page.

1. Choose and answer three Personal Questions and three help desk Verification questions from the drop-down question boxes
2. Click **Submit**
3. When all information is completed, you are directed to the eOPF Welcome page

YOUR eOPF

View Documents in Your eOPF

1. Log on to eOPF
2. Click **My eOPF** from the left side of the screen
3. Click the **Action** icon  next to the document that you want to view
4. Select the **View** option
5. Click **Close** when finished viewing the document to return to eOPF

What is eOPF ?

The eOPF solution provides electronic, Web-enabled access for all Federal Agency staff members to view eOPF documents. All employees are able to view their own OPF through the eOPF solution. eOPF includes security measures to ensure the integrity of the system. For example, users are able to view their own eOPF documents, but not modify the documents. All activity performed in the eOPF solution is logged and can be accessed through various reports by authorized users. The eOPF provides an audit trail capability, including a mandatory log that documents when and why an authorized user has reviewed an eOPF

What Is a Folder Side?

In eOPF, a folder is not restricted to the Permanent and Temporary folder sides. Virtual folder sides group similar documents and forms. These sides are determined during the paper conversion process and can only be modified by an eOPF System Administrator.

Note: HHS employees currently have access to the Permanent, Temporary and Performance folder sides. The Employee Verify folder is assigned intermittently.

Incorrect Documents

If you find a document in your eOPF that does not belong to you, please notify your servicing HR office. The document will be properly indexed and both accounts will be audited for quality assurance and control. Employees should review their eOPF periodically to ensure accuracy and integrity of the content. **The inspection should include:** verification that beneficiary forms are current; validation of information included on Notification of Personnel Action forms (SF-50); and verify that all prior federal service and current is properly documented.

GOOD TO KNOW

View and Update Emergency Data (Information is Voluntary)

1. From the main menu, click **My Profile**
2. Click the **Emergency Data** tab at the top of the **My Profile** page
3. Edit fields as needed, then click **Apply**
Note: It is your responsibility to ensure that your emergency contact information remains current.

Change Your General Preferences

1. From the main menu, click **My Profile** and then select the **General Preferences** tab at the top of the screen
2. Select your desired option(s)
 - Number of rows per page to display
 - Fields to display in results lists
 - Which folder sides you'd like to see in the Results List displayed
 - Default Search Option (Forms)
 - Visible fields when viewing your eOPF
 - Assistive technology options
3. Click **Apply**

eOPF Online Help

Within eOPF, each User has access to the eOPF User Guide by clicking on the **Help** link in the top right corner of any eOPF Web page.

The eOPF User Guide contains detailed information and step-by-step directions for performing tasks in eOPF.

Home Link

To return to the **eOPF Welcome** page at any time, click the **Home** link in the upper right corner of any eOPF page.

Internet Options/Adobe Reader

eOPF stores documents as Portable Document Format (PDF) files, which are viewed and printed using Adobe Reader version 6.01 or higher. The web browser should be Microsoft Internet Explorer 6.0 or higher.

Note: Mozilla Firefox may have limitations and Mac Users should use Internet Explorer v5.2.3. Safari v2.0.1 has a distorted page, but documents are not affected.

LOG ON TO eOPF, CONTINUED

Forgot Your Password?

1. In the **eOPF logon** screen, select the **Forgot Your Password?** link
2. Follow the prompts to enter desired information
3. Click **Submit**
4. Answer one of the challenge questions you provided during eOPF registration
5. On the **Reset Your Password** screen, enter your new password*
6. Click **Reset Password**

Note: Passwords must contain at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character, and be at least 8 characters long.

Forgot Your Login?

1. In the eOPF logon screen, click the **Forgot Your Login?** link
2. Enter the last 5 digits of SSN, first 4 letters of last name (or entire last name if less than 4 characters) and date of birth
3. Answer the security question and click **Submit**
4. If you answered the question correctly, your Login ID displays

Manually Change Your Password

1. From the **eOPF Welcome** page, click **My Profile**
2. Click the **Change Password** tab on the **My Profile** page
3. Enter your current password in the **Old Password** field
4. In the **New Password** field, enter your new password
5. In the **Verify Password** field, enter your new password again
6. Click **Update**

Change Your Email Address

1. Click **My Profile** on the eOPF main menu
2. Click the **Change Email** tab on the **Who Am I?** page
3. If the email address listed is not correct, contact the Help Desk to update your profile

Note: The eOPF solution notifies users when new eOPF documents are added via email; therefore, if your email address changes, it is important that you have your eOPF Profile updated.

NEW FEATURES

New Features of eOPF:

- Users must read and accept the eOPF Rules of Behavior presented at login. If user selects "Decline", the user is logged out of eOPF.
- **My eOPF Search** - A "My eOPF Search" tab and has been placed within the "My eOPF" tab. Click "My eOPF Search" to search for documents. Enter search criteria from the drop down menu to define desired results. Search results are displayed on the "My eOPF" tab.
- **My Print Folder** - A "My eOPF Print Folder" tab has been placed within the "My eOPF" tab. To print the entire eOPF Click the "My eOPF Print Folder" tab. Select the appropriate Folder Side (s) or Select All. Click "Print Single Sided". Click the "My eOPF Print Status" tab and Click the View link to open or save.
- Results lists within eOPF now have an indicator within the column header that identifies the currently sorted column and how it is sorted (ascending vs. descending).
- **Drop-Downs** - Tooltips allow the user to mouse over and read text that may be cut off by the drop-down width constraints.
- **My eOPF Search (If Using Assistive Technology)**

When accessing eOPF in Accessibility Mode, the Show all Docs option lists checkboxes to the right of the selected document, eliminating the need to navigate backwards to select the document after the audio description. Show All Docs allows the user to select specific documents for printing or saving. Users must Click the "My eOPF Print Status" tab and the view link to open or save the documents. To print the entire eOPF Click the "My Print Folder" tab. Select the appropriate Folder Side or Select All. Click "Print Single Sided". Click the "My eOPF Print Status" and Click the View link to open or save.

Contact Information

For general assistance with eOPF contact

HR Systems Support:

Email: hssystemssupport@od.nih.gov

Phone: 301-451-1436

For technical assistance with eOPF contact the

eOPF Help Desk:

Phone: 866-275-8518

Email: eOPF_hd@Telesishq.com

ELECTRONIC OFFICIAL PERSONNEL FILE



Employee Brochure

Quick Reference Guide

Release E.1

Department of Health and Human Services



eOPF Website: <https://eopf.nbc.gov/hhs/>